

**CONFIDENTIAL**

EFFICIENCY AWARDS COMMITTEE met on 26 September 1951:

Members Present

F. Trubee Davison - Chairman  
Edward R. Saunders - Comptroller  
[REDACTED] - Advisor for Management  
George E. Heloon - Acting Personnel Director  
[REDACTED] case only)

(Governing Directive: CIA Regulation [REDACTED])

Cases Receiving  
Favorable Recommendations

Action Taken

Basis

25X1A

[REDACTED], 00

Within-grade Increase  
recommended

Paragraph E (1) (a) (3)

Comment: Committee recommends a within-grade step increase in employee's present grade of GS-9 as a reward for superior accomplishment. As a result of [REDACTED] efforts, the "shack" which housed the administrative control and maintenance activities of the motor pool [REDACTED] was transformed and enlarged into an adequate building, complete with concrete floors, fluorescent lighting, wash basins, etc. Total cost of this project [REDACTED] was \$885.00. Estimated cost of this construction, using native labor and materials procured from [REDACTED] would have amounted to approximately \$5,000.00.

25X1A

25X1A

25X1A

25X1A

25X1A

[REDACTED]

OSI

Cash award of \$20.00  
recommended

Paragraph C (1)

Comment: Committee recommends a cash award of \$20.00 for meritorious suggestion. [REDACTED] maintains a system of envelopes for analysts in the Chemistry Division whereby the unprocessed material of any analyst is tagged and placed in his "next day" envelope. Thus each analyst retains a document no longer than 24 hours. This system, which is used

25X1A

**CONFIDENTIAL**

**CONFIDENTIAL**

-2-

throughout the Chemistry Division, allegedly eliminates document "tracking down" and saves an estimated 15 man-hours per month.

---

Cases Pending Action:

25X1A      George E. Maloon, Personnel  
                 [REDACTED] Personnel  
                 [REDACTED] SI

---

(Approved) (                   )

---

WALTER REID WOLF  
Deputy Director  
(Administration)

---

F. TRUBEE DAVISON  
Chairman

**CONFIDENTIAL**